

I. Position Title: Public Administration Intern Revision Date: 04/17  
EEO Category: Paraprofessional  
Status: Non-exempt  
Control No: 55733

Under the general supervision of the Assistant Chief Administrative Officer, performs various projects relating to finance, budget, city management, economic development, risk management, communications, or quality improvement initiatives.

- Assist departments as assigned in general administrative, operational, and financial studies, audits, and analysis.
- Collect pertinent information through research, audits, surveys, etc.
- Analyze information using statistics, regression analysis, and spreadsheet calculations.
- Develop content for city communication efforts and assist with communication programs
- Present study results through reports, memos, graphs, spreadsheets, and charts.
- Assist in the preparation of brochures, reports, and other written information
- Prepare various presentation mediums, such as charts, presentations, graphs, spreadsheets, etc. for others to present.
- Prepare and give oral presentations to city departments, department heads, and administrative staff.
- Work with city departments to improve quality throughout the city.

- Perform other duties as assigned

**Education/Experience:** Undergraduate or graduate study in business, finance, public administration, public relations, risk management, economics, or related field. Prefer individual at senior or graduate level of studies.

**Knowledge of:** Governmental rules and policies, application of theories/organization management to a governmental entity, computer software including word processing, spreadsheets, and presentations programs, technical writing and analysis, correct English usage, vocabulary, spelling, and arithmetic is required.

**Communication Skills:** Ability to professionally research, analyze, furnish and obtain information from other departments; excellent writing and research skills; contact with employees and citizens requiring tact and judgment to avoid friction; ability to make presentations in written

and verbal form to city management and staff.

**Tool, Machine, Equipment Operation:** Requires the regular use of a personal computer, printer, copier, vehicle, and telephone system.

**Analytical Ability:** Prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances.

VI. Working Conditions:

*Physical Demands:* Significant mental effort is required daily, moderate mental pressure and fatigue exists during a normal workday due to exposure to deadlines.

*Work Environment:* Moderate stooping, kneeling bending and walking required; occasional to frequent field work outdoors with exposure to the weather and elements.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:\_\_\_\_\_ DATE:\_\_\_\_\_

PERSONNEL DEPT. APPROVED BY:\_\_\_\_\_ DATE:\_\_\_\_\_